

From: UFS Communications
Sent: 23 March 2020 16:05
Subject: COVID-19 : Departmental Finance Guidance - Issue 3
Attachments: COVID-19 Dept Guidance Issue 3.pdf

Dear Colleagues,

With the majority of us now working remotely please find today's round up of news and guidance from the Finance Division.

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Kind regards

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DEPARTMENTAL FINANCIAL GUIDANCE –ISSUE 3

Update on Finance's key activities – including Payroll

The Finance Division is now working remotely and doing their utmost to ensure that the impact on critical activities during these unusual times is minimal. These activities have been further categorised with Payroll, Pensions and Treasury being classed as “Ultra-critical” and will be our priority for resourcing should we need to provide cover in the forthcoming weeks.

Currently all are “green”, and I am sure that you will all be pleased to know that both Payroll and Pensions are on track and we will all be paid as normal on Thursday. Whilst we recognise that Shared Services have been a little behind on supplier payments prior to the current events, we are pleased to say that the move to the Team working remotely is now broadly complete and therefore from a service contingency perspective their status is green. The status of all will continue to be kept under review.

For a list of all these activities please see the COVID-19 webpage, on the Finance Division website at <https://www.finance.admin.cam.ac.uk/policy-and-procedures/coronaviruscovid-19-assistance> and using a traffic light system will keep you informed of their operating status.

Communications going forwards

During the current situation we are committed to continue to keep you abreast of any developments and advise you of new guidance to follow as this becomes available. We will update the COVID-19 pages on our website regularly where we will also build up a bank of Frequently asked questions. Additionally, given the changing environment we are working in, we have decided to email a daily COVID-19 update to Key Contacts and all of those on the UFS Communication mailing list and this has replaced the UFS Bulletin this week.

In the meantime, don't forget if you have a query please contact our Helpdesk in the first instance. Just ring them on their normal number 01223 (7)65999 and the call will be redirected to them automatically free of charge, alternatively please email them at UFS_enquiries@admin.cam.ac.uk . If they are unable to provide the answer themselves they will re-direct your query to the most appropriate person within Finance.

Travel Insurance

Currently, the FCO advise against all non-essential overseas travel. Teaching and research trips (unless directly connected to the fight against COVID and unavoidable) are not considered essential. Therefore, travellers should not be booking travel insurance cover for overseas trips as such bookings will be invalid.

Newly booked travel insurance cover is only valid if the trip is directly connected to the fight against COVID and unavoidable. In case of a claim, travellers will be asked to provide their departmental authorisation and risk assessment evidencing this. In the absence of this proof, **THEY WILL NOT BE PROVIDED WITH ASSISTANCE and any claim they submit WILL NOT BE REIMBURSED.**

Unfortunately, the Insurance Section is not authorised or regulated to arrange insurance cover for private individuals or any entities apart from the University and its subsidiary companies. Therefore, we are unable to assist in arranging personal travel or health insurance cover. Leaving the UK in order to travel home is not University business; therefore, it would not be covered even if the FCO lifted the restrictions.

It is worth noting that the FCO guidance is issued for British nationals. However, the University's travel insurer (and all other UK travel insurers) also use this guidance; therefore, the above applies to all travellers whether British nationals or not.

Travellers who booked travel insurance and travelled before the restrictions will continue to be covered. They can log into the Chubb portal and extend their booking as required; the suggested cut-off date is 30 September, 2020. They should not make a new application to follow the original one as this will be invalid.

The travel insurance covers medical expenses incurred due to a coronavirus infection. However, travellers will not be repatriated; they will be treated at their current location. Any traveller entitled to free healthcare at their current location should take advantage of the facilities offered before resorting to using the University's travel insurance cover.

Detailed guidance can be found at <https://www.cam.ac.uk/coronavirus> and <https://www.insurance.admin.cam.ac.uk/insurance-guidance/travel-insurance>.

Procurement

Arco: Withdrawal, of next working day and timed delivery services

Arco has contacted us to make us aware they are withdrawing next working day and timed delivery services. Therefore they will only be operating a standard delivery service which has been extended to 'day one for day four', however, please be aware that order confirmations will continue to state 'day one for day three' for a short period.

Arco has acknowledged that they understand these changes in service are likely to cause a business impact and have stressed that the prioritisation and protection of our workers and operations, whilst supporting the NHS and Public Sector First Responders when we can, remains their utmost priority.

Marketplace – scheduled maintenance

The upcoming period of maintenance scheduled to take place on the Marketplace from 6:30pm to 8:30 pm Thursday, 26th March 2020 will still go ahead and the Marketplace will be unavailable during this time. We apologise for any inconvenience this may cause.

Shared Services – changes to working practices

Shared Services notified their departments on Friday to various changes to their processes while they work remotely, these included:

- Changes to the processing of departmental invoices which are received directly by Shared Services from suppliers (non-Clinical School departments)
- A change to the way that they will handle 'funds check failures' when processing expense claims and invoices
- If you are part of the Clinical School how you can obtain copies of invoices that have been processed.

Further details of these is now available on the Finance Division website at <https://www.finance.admin.cam.ac.uk/policy-and-procedures/coronaviruscovid-19-assistance/shared-services>

March month-end

The dates for the March period were already extended by additional two working days to allow additional processing time for the MRC and CRUK units, as they have 31 March year end reporting to their sponsors. Having been in communications with those affected we have decided that we will continue with the current timetable and the modules will close as previously published.

** This communication has been sent to Key Contacts, FUG and UFS Email distribution group.